



LONG BEACH FIRE DEPARTMENT
FIRE PROTECTION & LIFE SAFETY
CERTIFICATION PROGRAM OVERVIEW

AN OVERVIEW OF THE FIRE PROTECTION & LIFE SAFETY CERTIFICATION PROGRAM

The information presented here is intended to explain the Fire Protection & Life Safety Certification Program in terms of general procedures and policies. It is not a recital of the Code nor does it deal with specific procedures for testing fire protection equipment. This Certification Program is modeled after the successful Los Angeles City Fire Departments Chief's Regulation No. 4 Unit Program, and has been modified by the Long Beach Fire Department.

GENERAL INFORMATION

The Fire Protection & Life Safety Certification Program is a prescribed method to maintain specified categories of fire protection equipment and systems in proper operating condition the way they were intended to operate when they were installed.

The Fire Protection & Life Safety Certification Program is intended to ensure maintenance of fire protection equipment and systems at the same level of operation as originally intended to operate when installed. The initial test procedure is intended to determine the operating condition of the equipment being tested. If defects are found during the initial test, repair and retest procedures are initiated by the Fire Department to restore that equipment to proper operating condition.

■ Indicates a revision from the original document.

WHAT IS PROPER OPERATING CONDITION?

Proper operating condition is an elusive term. As used in the Certification Program it normally means, "as originally installed per applicable codes and policies at that time of installation."

Sometimes it is found that the equipment was installed in a manner inconsistent with applicable codes and policies, and the original acceptance test did not uncover the discrepancy. Also, certain retroactive provisions may be applicable to the equipment. At the direction of the Fire Department, the Certification Program may be used to upgrade such equipment.

IS THE FIRE PROTECTION & LIFE SAFETY CERTIFICATION PROGRAM APPROPRIATE TO CAUSE REPAIR OF KNOWN DEFECTIVE EQUIPMENT?

No, when a known repair is needed, it would be inappropriate to wait for the Certification Program testing to initiate repair of fire protection equipment known to be defective. The repair should be initiated immediately. Requiring a test to be performed could delay the repair process by 30 days. However, a fire protection & life safety certification test may be required upon completion of repair.

HOW DOES THE FIRE PROTECTION & LIFE SAFETY CERTIFICATION PROGRAM INTERFACE WITH THE STATE FIRE MARSHAL PROGRAM FOR AUTOMATIC EXTINGUISHING SYSTEMS?

In 1984, the State Fire Marshal mandated a program of maintenance and service for standpipe and automatic sprinkler systems, which is almost identical with the provisions of the Fire Protection & Life Safety Certification Program for those systems in the City of Long Beach. These provisions are commonly known as California Code of Regulations "Title 19 Testing."

The Long Beach Fire Department will accept the Fire Protection & Life Safety Certification test documentation to satisfy the requirements for "Title 19".

CATEGORIES OF EQUIPMENT AND SYSTEM

WHAT ARE THE GENERAL CATEGORIES OF EQUIPMENT AND SYSTEMS FOUND IN THE FIRE PROTECTION & LIFE SAFETY CERTIFICATION PROGRAM

- Water Delivery Systems
- Electrical and Communication Systems
- Smoke Management Systems
- Other Miscellaneous Equipment

WHAT IS INCLUDED IN WATER DELIVERY SYSTEMS?

- Fire Pumps
- Dry standpipe systems (Class I standpipes)
- Wet standpipe systems (Class II standpipes)
- Combination standpipe systems (Class III standpipes)
- Combined standpipe-sprinkler systems
- Other automatic fire sprinkler systems

WHAT IS INCLUDED IN ELECTRICAL AND COMMUNICATION SYSTEMS?

- Basic fire alarm systems
- Complex fire/life safety systems, including activation of auxiliary functions
- Emergency communication systems
 - For building occupants
 - For firefighters
- Central station signaling systems
- Emergency generators and battery systems
- Other emergency lighting systems such as unit lighting

WHAT IS INCLUDED IN SMOKE MANAGEMENT SYSTEMS?

- Pressurized stair shaft systems
- Mechanically ventilated smoke proof enclosures (known more commonly as “Smoke Towers”)
- Smoke evacuation systems

WHAT IS THE MISCELLANEOUS EQUIPMENT?

- Fire escape assemblies
- Automatic-closing fire assemblies
- Automatic elevators, fire service Phases I and II
- Gas detection systems
- Refrigerant discharge systems
- Fire hydrants (private)

TESTING INTERVALS

WHAT ARE THE TESTING INTERVALS?

There are two standard intervals:

- Annual
- Five years

These intervals are the MAXIMUM allowable time between tests. It is important to note that at the Fire Departments discretion more frequent testing may be required.

WHAT EQUIPMENT IS REQUIRED TO HAVE AN ANNUAL TEST BY CODE?

- All fire alarm and fire/life safety systems
- Central station signaling system
- Emergency power systems in high-rise buildings
- Smoke management systems in high-rise buildings
- Fire escapes assemblies
- Automatic elevators
- Automatic closing fire assemblies in high-rise buildings
- Fire hydrants (private)

WHAT EQUIPMENT IS REQUIRED TO HAVE AN ANNUAL TEST PER FIRE DEPARTMENT POLICY AND NATIONALLY RECOGNIZED STANDARDS?

- Fire pumps
- 2-½ standpipe outlets equipped with pressure-regulating valves

WHAT EQUIPMENT IS REQUIRED TO HAVE A 5-YEAR TEST?

- All water delivery systems
EXCEPTIONS: Fire pumps and PRV standpipe outlets (yearly tests)
- Automatic-closing fire assemblies
- Emergency power and battery systems
- Smoke control systems
- Refrigerant discharge systems

NOTE: Special-extinguishing systems (except, automatic sprinkler systems). Follow test procedures as indicated in each relevant NFPA standard.

WHO IS INVOLVED IN THE INITIAL TEST PROCESS?

Three groups are involved in the initial test process of the Certification Program.

- Fire Department
 - Party responsible for maintaining the equipment (for convenience, generally referred to as the property owner)
 - Tester/Test Company
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- The Fire Department has the obligation and authority to make the owner maintain their fire protection equipment and systems.
 - The owner has the responsibility to maintain their fire protection equipment and systems.
 - The Tester/Test Company has the responsibility for accurately testing and reporting the condition of the fire protection equipment and systems to the Fire Department.

NOTICE TO PERFORM INITIAL TEST

HOW IS THE TEST REQUIREMENT FOR THE FIRE PROTECTION & LIFE SAFETY CERTIFICATION PROGRAM INITIATED?

The Certification Program testing is initiated by the requirements of “Title 19”, or based on an inspection or inspectors files, the Fire Department Inspector or local fire station personnel in the district where a building is located, issues a written notice to the building owner or responsible party to test specific equipment. The notice is issued, and then delivered either personally or via U.S. Mail.

WHAT INFORMATION IS ON THE WRITTEN NOTICE?

On the written notice, the Fire Department determines the following information:

- Address where the equipment and/or system are located
- Specific equipment needing a Fire Protection & Life Safety Certification
- Responsible party (usually the property owner)
- Date of Notice

CAN A TEST BE INITIATED BY OTHER MEANS?

Occasionally, the initial Certification test is initiated by other methods. Building owners may initiate a test of fire protection equipment because of their desire to properly maintain the equipment or system, or to satisfy insurance requirements. Also, companies involved in testing may convince the building owner that the test is desirable.

Such a test may be acceptable to satisfy the Fire Department's Certification Program requirements if permission is requested in advance and notification procedures and documentation meet Fire Department requirements.

WHAT IS THE PROCEDURE TO VALIDATE SUCH A "VOLUNTARY" TEST?

In such cases, the Fire Department's Fire Prevention Bureau shall be contacted at least three working days prior to the initial test to determine whether the Fire Department will accept the test to satisfy the Certification requirements. If it is indicated that the test will be accepted, information shall be requested at that time; 1) regarding the "Responsible Party" and "issuing inspector" and whether the Fire Department will witness the test. All voluntary initiated Certification testing will be documented on Fire Prevention Requirement 12.001.

HOW IS THE SECTION OF THE FIRE DEPARTMENT DETERMINED?

The owner usually has information about who in the Fire Department is responsible for inspection responsibilities at their building. If this information is not available, the following general rules may help. The best time to telephone the Fire Inspector is Monday through Friday between the hours of 7:00 a.m. to 9:00 a.m., and 3:30 p.m. to 5:30 p.m. Fire stations may be contacted throughout the business day.

- The High-Rise Section of Fire Prevention inspects all HIGH-RISE buildings. They may be contacted at (562) 570-2560.
- In the Harbor area contact the Harbor Section at (562) 570-2571.
- E-1 occupancies and R-1's (non-high-rise) buildings are inspected by local fire stations. A list of fire Station addresses is available from the Fire Prevention Bureau upon request by calling (562) 570-2570.
- All other occupancies contact Fire Prevention at (562) 570-2560 for the appropriate Code Enforcement Inspector.

ROLE OF THE OWNER IN THE INITIAL TEST PROCESS

WHAT IS THE ROLE OF THE OWNER OR RESPONSIBLE PARTY IN THE INITIAL TEST PROCESS?

Once the owner or responsible party receives a written notice from the Fire Department to perform a test on their fire protection equipment or system they must arrange to have the test performed within 30 days. Upon request, the Fire Department will provide a list of qualified test companies.

Once a test company has agreed to conduct the work, the owner must provide them copies of the notice (photocopies will suffice if necessary). If various systems require several different test companies, the owner must provide each with a copy of the original notice. If a system description is needed for the system, the owner should provide it to the test company.

WHO CAN PERFORM THE REQUIRED TEST?

- California Licensed Contractors, who are specifically trained for the systems they are testing.

WITNESS OF THE FIRE PROTECTION & LIFE SAFETY CERTIFICATION TEST BY THE FIRE DEPARTMENT

WHAT IS THE FIRE DEPARTMENT WITNESSING?

The Fire Department ALWAYS has the option to witness the entire or any portion of ANY test. There are numerous reasons for the Fire Department to witness a test. When witnessing a test, the Inspector may be present to determine that the test is being conducted properly, or may require extra procedures because of unusual conditions, or may use the test for training purposes.

IS THERE A FEE FOR FIRE DEPARTMENT WITNESS TO BE PRESENT AT A TEST SITE?

No fee is charged during regular inspection hours. For this purpose, regular inspection hours are 7:00 a.m. to 5:30 p.m., Monday through Friday.

At times other than regular inspection hours, an overtime inspection fee will be charged. Currently, the fee for an overtime inspection is minimum four hours as the prevailing rate or any portion thereof and prevailing rate per hour thereafter.

PERIODIC PARTIAL TEST OF EQUIPMENT

MAY A BUILDING OWNER OPT TO HAVE PORTIONS OF THE FIRE PROTECTION EQUIPMENT TESTED INSTEAD OF DOING IT ALL AT ONE TIME?

Yes, it is possible to conduct tests of portions of the fire protection equipment on monthly, quarterly, or semi-annual intervals and still meet the Certification Program requirements. In general, such testing would be applicable to large, complex systems such as a fire warning system in a major high-rise or hospital.

The Certification Program does not address this possibility, but the Fire Department has the flexibility to allow this deviation. Prior to any testing, a written agreement must be made between the Fire

Inspector responsible for the building, and the building owner. The Fire Inspectors supervisor must favorably review the agreement before going into effect.

Overall, partial testing may benefit both the Fire Department and the owner. The heart of the fire warning system would be checked during each test. It would be easier to schedule testing if many consecutive days were not needed. Also, the paperwork is difficult to track and file with more frequent testing.

ROLE OF THE QUALIFIED TEST COMPANY IN THE INITIAL TEST PROCESS

ONCE THE TEST COMPANY GETS THE JOB, WHAT DO THEY DO?

The test company must obtain copies of the notices from the owner.

Next, proper notification to the responsible Fire Inspector with the intent to conduct the test is made. The test must be scheduled at a mutually agreeable time (three working days minimum after contact), and then the test may be conducted.

If inoperative equipment is found during the course of the test and it cannot immediately be restored to proper operating condition, notification to the Fire Department must be made immediately. Proper documentation of all test results shall be made on Fire Prevention Requirement 12.001.

WHAT IS PROPER FIRE DEPARTMENT NOTIFICATION?

The test company shall contact the responsible Fire Inspector. If they are unable to contact the Fire Inspector and learns that the Inspector will not be available for an extended period, they shall contact the Fire Inspector's Supervisor.

When contact is made the test company and the Fire Department will agree on a mutually satisfactory time for the testing to be conducted. Information on whether the test will be witness completely, partially or not at all can also be requested. It is imperative to obtain information where the results of the test are to be sent. Documentation of the details of this contact may be useful for future reference.

WHAT IS A "MUTUALLY SATISFACTORY TIME"?

The Certification Program procedures state that the Fire Department shall be notified at least three full working days prior to testing or re-testing. The Fire Department, building owner, and test company all have time considerations. For involved, time consuming testing that may be partially or wholly witnessed, the Fire Department prefers at least five working days advance notice.

WHAT ARE THE OBLIGATIONS OF THE TEST COMPANY DURING THE TEST?

The test company is expected to have the PROPER TOOLS, EQUIPMENT and PERSONNEL on hand to perform all required test procedures for the fire protection equipment being tested. The test company must PERFORM ALL TEST PROCEDURES required by the Certification Program or per Fire Department policy (such as the more extensive fire pump performance test as shown on page 15).

The Tester must test per the SYSTEM DESCRIPTION. They must be ON-SITE throughout the entire test and personally attest to the accuracy of all test results.

WHAT IS A SYSTEM DESCRIPTION?

The intent of Certification Program is to test systems as they were designed, installed, and approved. Fire/life safety, smoke management, and emergency power systems have many design variables. To properly test such systems, it is necessary to have a system description of how they were designed, installed, and approved. It is the property owner's responsibility to provide a system description of the system being tested. When they are unavailable, the test company shall note the lack of this as the first defect found on Fire Prevention Requirement 12.001.

WHAT IS MEANT BY INOPERATIVE EQUIPMENT?

The Certification Program states that the test company must notify the Fire Department within 24 hours if inoperative equipment is found. This is not intended to be applicable to minor deficiencies but to SERIOUS LIFE AND/OR PROPERTY endangerment problems. If a test company suspects such a problem, immediate contact to the Fire Department shall be made.

During regular business hours contact the issuing Fire Inspector, fire station, or the Fire Prevention Bureau at (562) 570-2560. If this does not suffice, telephone the dispatch office at (562) 591-7631.

HOW ARE THE TEST RESULTS DOCUMENTED?

Test results must be documented in an approved manner. This is a term that is difficult to describe.

In general, the building and system descriptions, test procedures performed shall be listed as part of the initial test. If defects are found, a summary of them will be made (the summary should end with, "No other defects found") or if no defects were found, a statement to that effect will be made.

Refer to Pages 13 and 14, for examples of acceptable formats for Fire Prevention Requirement 12.001 with test results.

WHAT IF THE RESULTS CANNOT FIT INTO THE LIMITED SPACE ON FIRE PREVENTION REQUIREMENT 12.001?

Attachment sheets may be used if test results cannot fit into the limited space available on Fire Prevention Requirement 12.001. Be sure to check the box indicating "ADDITIONAL INFORMATION ON ATTACHED SHEET".

Any 8-½ x 11-inch paper may be used, although company letterhead is preferred. The following information must be on each attached sheet.

1. Date of test
2. Address of test site

3. Equipment tested
4. Name and license number of test company
5. Signature of tester

In addition, each page must be numbered, beginning with the Fire Prevention Requirement 12.001, e.g., 1 of 4, 2 of 4, etc. The page numbers are to be in the upper right corner of each sheet.

WHAT ARE THE REQUIREMENTS FOR GETTING THE RESULTS TO THE FIRE DEPARTMENT?

Two FULL SETS (photocopies are acceptable) of Fire Prevention Requirement 12.001 and attached sheets, if used, are returned to the Fire Prevention Bureau within seven days of the completion of the test. The number of actual hours spent on the test shall be included in the upper right corner of the Fire Prevention Requirement 12.001.

WHAT HAPPENS IF THE TESTER DOES NOT HAVE THE ORIGINAL NOTICE?

The test company must fill out the “Responsible Party” section and the bottom line identically as the original. (The test company may obtain blank Fire Prevention Requirement 12.001 from the Fire Department) If the property owner cannot provide the required information, the test company may obtain it by contacting the issuing Fire Inspector or fire station.

REVIEW OF RESULTS BY THE FIRE DEPARTMENT

WHAT IS THE OBLIGATION OF THE FIRE DEPARTMENT UPON RECEIPT OF THE TEST RESULTS?

The Fire Department reviews the test results as soon as practical after receiving them from the test company. The Fire Department may have information, which requires amending the general information or defects found on the Fire Prevention Requirement 12.001. If so, changes will be made and initiated by the Fire Department.

If no defects were found or none remain after reviewing the Fire Prevention Requirement 12.001, the copy is filed in the permanent Fire Department file.

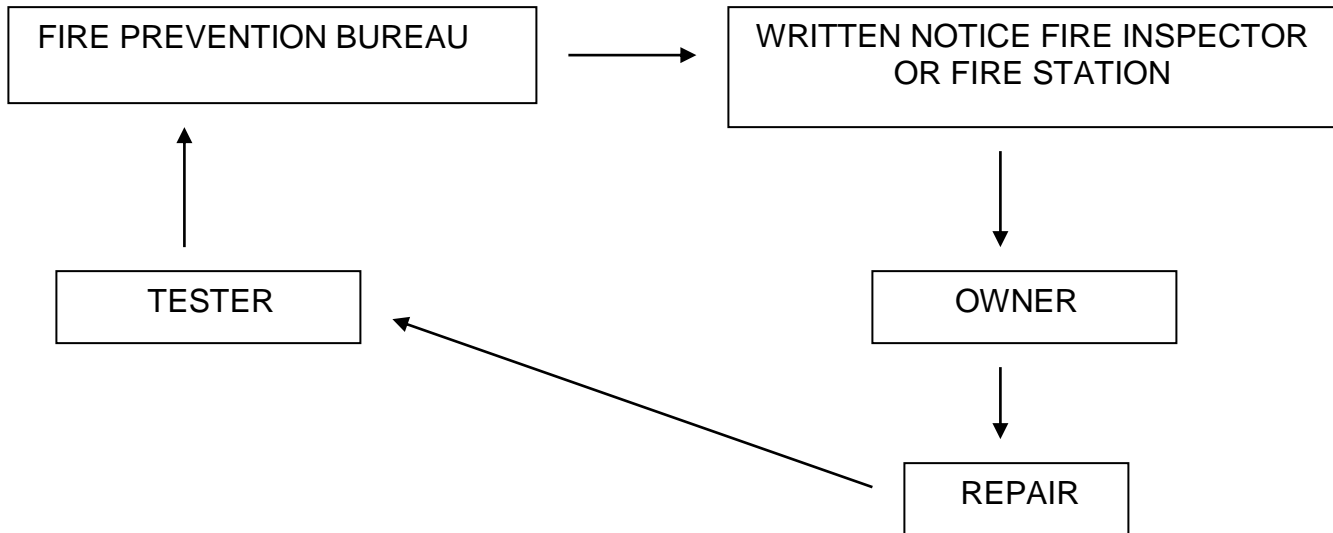
If corrections are required, the Fire Department delivers a copy to the owner, either personally or via U.S. Mail. The second copy joins the original copies in the file.

REPAIR AND RETEST PROCESS

WHO IS INVOLVED IN THE REPAIR AND RETEST PROCESS?

The repair and retest process is similar to the initial test process except that a new component has been added, the repair person(s).

The figure shown below demonstrates the repair and retest process of the Certification Program. Note that the arrows clearly indicate the direction of flow.



REPAIR, RETEST AND EQUIPMENT CERTIFICATION PROCESS

WHAT IS THE OBLIGATION OF THE PROPERTY OWNER TO REPAIR DEFECTIVE EQUIPMENT?

The property owner was ordered on the original notice that if defects are found in equipment tested, correction of such defects shall commence FORTHWITH and shall be completed as soon as possible, but in every case within 30 days of initial test.

Ideally, the property owner has already made the needed repairs and the Fire Departments delivery of the notice with the results listed is only a formality. The Fire Department's delivery is made to satisfy possible legal ramifications.

WHO MAY MAKE THE REPAIRS?

Only California contractors who are specifically licensed for the applicable systems (i.e. C-16 fire sprinklers, C-10 fire alarms) may repair the defective equipment. The property owner has no obligation to use the same test company for repairs; in fact, it may be considered a potential conflict of interest. Keep in mind, that most repairs require approval from the Fire Department.

ONCE REPAIR IS COMPLETE, WHAT IS THE OBLIGATION OF THE OWNER?

On completion of the repairs of the equipment, the owner arranges a retest with a test company. Again, the owner must provide a copy of the notices to the test company.

DOES THE OWNER NEED TO USE THE SAME TEST COMPANY?

No, the owner may use any California contractor who is specifically licensed for the applicable systems (i.e. C-16 fire sprinklers, C-10 fire alarms).

WHAT IS THE ROLE OF THE TEST COMPANY ON THE RETEST?

The test company obtains a copy of the notice from the property owner. The test company contacts the Fire Department in the same manner as for the initial test, schedules the retest three full working days prior, and conducts the retest to determine that the equipment is fully operable.

HOW DOES THE TEST COMPANY CERTIFY THE CONDITION OF THE EQUIPMENT?

The “Retest if Needed” box of Fire Prevention Requirement 12.001 is completed by the test company when the equipment is fully operable. By signing that portion of the form, the test company certifies that, “To the best of my knowledge the equipment is fully operable”. Use only one Fire Prevention Requirement 12.001 per system re-tested.

A “Title 19” placard shall be placed on the main fire sprinkler riser/risers, if this certification was utilized to meet the requirements of “Title 19” testing.

HOW IS THE RETEST/CERTIFICATION PROCESS COMPLETED?

The completed Fire Prevention Requirement 12.001 is reviewed by the Fire Department and then filed in the permanent file for the premises. The previous Fire Prevention Requirement 12.001 forms in the file regarding this matter are discarded.

**CITY OF LONG BEACH FIRE DEPARTMENT
FIRE PROTECTION & LIFE SAFETY EQUIPMENT PERFORMANCE CERTIFICATE**

DATE (S) OF TESTING	TEST SITE ADDRESS (STREET)	(CITY)	(STATE)	(ZIP)	FIRM or D.B.A.
JAN. 1. 2000	456 SOUTH TEST SITE STREET	Y.T.	Y.S	Y.Z	ACME BUILDING
EQUIPMENT TESTED AND DESCRIPTION:					
FIRE PROTECTION SYSTEM TESTED AND TYPE					
NOTEWORTHY CHARACTERISTICS, SYSTEM DESCRIPTION, PROCEDURES PERFORMED, AND DEFECTS FOUND IN EQUIPMENT TESTED (IF NOTE, SO NOTE)					

1. BUILDING DESCRIPTION

1.1 BUILDING DESCRIPTION: Type, size, use and age of building.

2. SYSTEM DESCRIPTION:

2.1 Type, size, manufacture and any pertinent information about the fire protection system, type of devices associated with system and sequence of operations (auxiliary functions) performed by system or devices.

3. TEST PROCEDURES:

3.1 Procedures used to test fire protection system, devices and auxiliary functions performed.

4. TEST RESULTS:

4.1 List of defects found on fire protection system.

4.2 Notation made on fire protection system.

4.3 Recommendations made on fire protection system

4.4 End report with 'NO OTHER DEFECTS FOUND'

TESTERS NAME, COMPANY	TESTER'S SIGNATURE	TESTING AGENCY
JOE TESTER, ABC COMPANY		. ABC TESTING COMPANY
ADDRESS OF TESTING AGENCY:		LICENSE # EXPIRATION DATE
123 TESTING CO. STREET, TOWN, TESTING STATE, TESTING ZIP		#999999 C-16 Date

LONG BEACH FIRE DEPARTMENT FIRE PUMP PERFORMANCE TEST

Pump # _____ of _____

Page _____ of _____

Date: _____

Acceptance _____

District # _____

Firm or D.B.A.: _____ Testers Name: _____

Address: _____ Certificate # _____

City and State: _____ Testers Signature: _____

Occupancy Type:	Number of Stories:	Year Built:	Construction Type:	Fire Dept. Witness (Signature & Assignment)
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FIRE PUMP INFORMATION:

MANUFACTURER	RATED GPM	RATED HEAD-FT.	RELIEF VALVE	TANK SIZE AND LOCATION (IFF APPLICABLE)
MODEL	RATED PSI	RATED RPM	IMPELLER SIZE	CITY SUPPLY PRESSURE (IFF SUPPLIED DIRECTLY BY CITY)
				MINIMUM MAXIMUM (IF AVAILABLE)
TYPE OF PUMP		RELIEF VALVE SETTING		PUMP LOCATION

DRIVER INFORMATION:

DIESEL		IF DIESEL DRIVEN, HOW MANY GALLONS OF FUEL ARE AVAILABLE (8 HOUR SUPPLY REQUIRED)?	
ELECTRIC		IF ELECTRICALLY DRIVEN, HOW MANY GALLONS OF FUEL SUPPLY THE EMERGENCY GENERATOR	GAL.

CONTROLLER INFORMATION:

MANUFACTURER	AUTO START	AUTO STOP	MODEL	OVERRUN TIME	JOCKEY PUMP (PSI)
					ON OFF

PERFORMANCE TEST:

RATED CAPACITY	REQUIRED FLOW	NUMBER OF OUTLETS	NOZZLE ORIFICE SIZE	REQUIRED PITOT PRESSURE	ACTUAL GPM	SUCTION	DISCHARGE	SYSTEM	NET	PUMP SPEED RPM

AUTOMATIC STARTS:

MANUAL STARTS:

LOCATION OF TEST FLOWS/REMOTE START	NUMBER OF STARTS	SATISFACTORY RESULTS	NUMBER OF STARTS	SATISFACTORY RESULTS
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SYSTEM PRESSURE TAKEN AT:

AT 150 PERCENT OF RATED CAPACITY, IS THE NET PUMP PRESSURE AT
LEAST 65 PERCENT OF THE RATED PRESSURE?

IS FIRE PUMP STATUS INFORMATION CORRECTLY
INDICATED IN THE FIRE CONTROL ROOM?

IF PREVIOUS RESULTS ARE AVAILABLE, IS THE NET PUMP PRESSURE WITHIN
10% OF THE PREVIOUS RESULTS AT EACH POINT?

REMARKS